

CHANGE OF FUNERAL DIRECTOR IN CHARGE

Updated 02/14/2018

To change the Funeral Director in Charge, please complete the affidavit below for each location changing FDIC's. The fee to change FDIC is \$500.00 per establishment or crematory

If you are a Funeral Director in Charge of one establishment and you are requesting the Board approve a second or third location, the applying Funeral Director in Charge will need to submit a letter requesting to be FDIC of multiple locations. A sample letter may be found below.

The previous FDIC will need to submit a letter in writing and signed by the previous FDIC stating their resignation from being FDIC and the effective date. This must be submitted to the Board with 10 days of the resignation.

The application will be placed on the agenda for the next regularly scheduled Board meeting.

All applications or any item requiring Board action must be received and date stamped by the board staff NO LESS THAN fourteen calendar days prior to the next regularly scheduled Board meeting.

Any person submitting an application or other item requiring Board action received after the fourteen day deadline must make the request to be placed on the agenda in writing to the Board. The person submitting the application must personally appear at the Board meeting that is being held responsible for the request.

All applications received that do not contain the required documents, fee, and/or signatures will be rejected.

**Oklahoma Funeral Board
3700 N. Classen, Ste. 175
Oklahoma City, Oklahoma 73118
405.522.1790
Info@funeral.ok.gov**

Funeral Director In Charge Affidavit

Printed Name of Applicant: _____

Applicant's Residence: _____ (Street Address), _____ (City), _____ (State)

Name of Establishment: _____

Establishment's Location: _____ (City), _____ (State)

I, hereby apply to the Oklahoma Funeral Board (OFB) to be approved as the Funeral Director in Charge of the funeral service establishment identified above.

I understand that I am and will be fully responsible for the legal and ethical operation of the establishment and that I am and will be accountable to the OFB. I further certify that: I am and will be a full time employee of the establishment identified above; the above identified establishment is and will be my principal place of employment; and I reside and maintain and will continue to reside and maintain my permanent residence within 60 miles of the above identified establishment. I further understand that if my employment terminates for any reason, voluntary or involuntary, I must and will notify the OFB within 10 days of the termination.

I affirm that I have read and that I understand the Oklahoma Funeral Service Licensing Act and the Rules of the OFB. I further certify that I am a licensed Funeral Director and Embalmer in the State of Oklahoma and that the information contained within this document is true and correct.

Printed Name: _____

Signature: _____ Date: _____

Subscribed and sworn to before me, the undersigned Notary Public of the State of Oklahoma, on the _____ day of _____, 2____.

Notary Public

My Commission Number: _____

My Commission Expires: _____ (SEAL)

**SAMPLE LETTER
REQUEST TO SERVE AS FDIC OF MULTIPLE ESTABLISHMENT**

Must be on Funeral Home letterhead.

Date

Dear Members of the Board:

(Key Points to include)

I am currently the Funeral Director in Charge of the (name of funeral home) located in (name of city) and am requesting the Board permit me to serve as the FDIC of the (name of funeral home) located in (city).

I feel that public interest would be best served by allowing me to serve as Funeral Director in Charge of Multiple Establishments for the following reasons:

- 1) The (name of funeral homes) are each owned by (list owners)**
- 2) The distance from (city) to (city) is ____ miles, allowing a response time of ____ minutes.**
- 3) The majority of deaths occur in (list city) due to the fact (insert specific data, for example the hospital or majority of nursing homes are located there).**
- 4) I am in charge of the (list location you are in charge of) which handles approximately _____ calls per year. The additional location I propose to serve as FDIC handles (or we estimate it will handle) approximately _____ calls per year.**
- 5) Explain why it is in the public interest for you to serve as FDIC of multiple establishment rather than have a different individual service as FDIC.**
- 6) I hold a permanent residence within _____miles of the Funeral Home**
- 7) Add any additional information you wish the Board to consider.**

Sincerely,

Signature

(Printed name and address)